

Payroll Action 10/25/18



VANCE COUNTY
PERSONNEL / PAYROLL ACTION FORM



☐ New Hire/Rehire

☐ Change

☐ Leave of Absence

☒ Termination

☐ Other

Effective Date: 10/24/2018
 Name: JUSTIN J. WHITE
 Address: _____
 City/State: _____
 Zip/County: _____
 Department: SHERIFF'S OFFICE
 Job Title: _____
 Monthly/Hourly Rate: _____
 Explanation: SERVICES NO LONGER NEEDED

Date of Hire: 06/05/2017
 SSN: _____
 Marital Status: _____
 Sex: _____ Race: _____
 Date of Birth: _____
 Grade: _____ Job #: _____
 Annual Salary: _____

SHERIFF & 911 ONLY: Please check all that apply. Provide a date and a copy of the certification.

☐ Sheriff Department-BLET Certified: _____ ☐ 911 EMD Certified: _____

Employee Signature: "Not Available for Signature" Date: _____
 Department Head Signature: [Signature] Date: 10-25-18
 Human Resources Signature: [Signature] Date: 10/25/2018
 Payroll Signature: _____ Date: _____

This instrument has been pre-audited in the manner required by the Local Government Budget & Fiscal Control Act.

Approved by Finance Director: _____ Date: _____

HUMAN RESOURCES USE ONLY

Please check all that apply and attach the appropriate forms.

Deductions: ☐ Employee - Medical ☐ Employee - Dental ☐ Employee - Life

Attach the following Forms: ☐ Federal & State Tax Forms ☐ Direct Deposit Info ☐ Longevity

Upon Employment Separation - Eligible: ☐ Vacation Payout ☐ Comp Time Payout

Retirees Eligible for Benefits: ☐ Health ☐ Dental ☐ Life

Completed By: _____ Date: _____

Form Revised 7/18/18